

June 2020

**Overall Concept:** In our Parish, regathering will be a deliberately slow and patient process. It will be tailored to our particular parishioners and their needs, as well as our belief that we need to continue to be about the Lord's business in our community. We will, of course, comply with the Bishop's conservative approach, which sets minimum health and government conditions that must be met before we change phases as well as standards of conduct for each phase. We'll take no action inconsistent with it or the requirements of law. For us to move from status quo (Red) to Orange Phase requires that the infection and death rates in Calvert County have gone down for at least two weeks in a row and have fallen substantially in Southern Maryland. In any event, we see no need to rush.

Implementation will consider each specific activity and circumstance, including the foreseeable risks and benefits of each. Changes from the status quo will be modest and incremental. We will ensure that safeguards are in place for each increment and everyone in the Parish will have a place in what we do, whether she or he chooses to join limited in-person activities, or to participate via Zoom or another remote alternative.

This gradual process will need the help of almost all of us in one way or another. Frankly, ensuring one another's safety and continuing ability to worship meaningfully will require a lot of work, but we'll ask everyone to help as able, and spread the effort for the common cause.

Finally, understanding that times of difficulty are also times of opportunity we'll stay attuned to the lessons we're learning and what they may offer for our future, confident that our God intends only what is best for us.

**How Orange Phase Will be Different Than Our Current Red Phase:** In many ways there won't be much change. There will be some brief in-person gatherings like this: wearing of masks or scarfs will be required; there will be no group singing; no touching between people of different households; required distancing inside and outside buildings (at least 6') will be obtained by markings on pews and walkways (households will be able to sit together); ushers will determine seating locations; gatherings will be about a half-hour in length. Offerings will be by offering plates at entrances; communion will be consecrated using gloves and masks with wafers, only, distributed and that will be done as we leave the service; there will be *no* food or drink during gatherings; only two designated sanitized bathrooms will be available during each gathering (and people are encouraged to plan ahead to minimize the need.); locations where people gather will have touch surfaces cleaned and sanitized before and after each gathering (as well general cleaning and sanitizing at set intervals); hand sanitizers will be at entrances and their use encouraged on entering and leaving a gathering. Only emergency baptisms and anointings will occur. Weddings and funerals will follow all the requirements above. Pastoral care will continue to be only by electronic means.

**Gradual Implementation of Gatherings:** We need to ask for and receive the Bishop's approval for each type of regathering. That won't happen until the health conditions described above are met, and we are able to certify to the Bishop that the necessary supplies are ready and training accomplished. All in-person worship gatherings will also be available electronically. People will be asked to email the Parish if they intend to attend an in-person gathering.)

This is the order we will follow for gradual, sequential in-person regathering events. (Specific dates for beginning each will be announced at least a week ahead, as they are known. (All current activities on Zoom will continue on Zoom.) - Small, outside gatherings for Spudnik youth and leaders

- In-Person Morning Prayer (without Communion) at 08:30 (Zoom Communion Service continues at 10:00 AM; electronic participation available for both)
- In-Person Morning Prayer and In-Person Communion Service (Electronic participation available for both.)
- Small group gatherings in church facilities by special arrangement, including group covenants and group responsibility for sanitization going in and coming out

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\*"Yellow" is the next phase; it will be planned in detail after having experience with Orange Phase, and will not occur until vaccines and or reliable tests are widely available, known infections and deaths have fallen to near zero in Maryland, and testing and tracking are widespread. In Yellow, masks will be optional (but permissible) and no social distancing will be required; singing and social hours with commercially prepared food will be allowed.

Task	Responsible Commission, Committee or Officer	Due Date Plan for Accomplishment	Due Date Task Accomplishment	Comments	
<p><b>Schedule for Parish Reopening</b></p> <p>0-35 Plan approved and disseminated to Parish and Campus users  0-28 All responsibilities assigned  0-21 All supplies acquired  0-14 All supplies positioned, and pews and other areas marked  0-7 Spudnik outdoor activities request ready</p> <p><b>0 = statistical and governmental criteria met (hypothetically 15 July)</b></p> <p>0+1 Letters/covenants to Parish and Campus Users sent  0+6 All Spudnik leaders trained  0+7 Request for Spudnik outdoor activities submitted  0+14 Ushers, Altar Guild and Vestry Trained  0+13 Request for Live Morning Prayer ready  0+14 Diocesan approval for Spudnik received <b>0+? (Sep 1) CAF Go-No-Go decision made and sent Sept 1<sup>st</sup> regardless of rest of timeline</b> 0+20 <b>First Live Spudnik Outdoor Activity (5 Aug)</b>  0+23 "Hot Wash" of Spudnik Activity  0+24 Request for Live Morning Prayer submitted  0+31 Approval for Morning Prayer Received  0+34 Practice Morning Prayer Service  0+38 <b>First live Morning Prayer service at 0830,</b>  Zoom Communion Service continues at 1000 <b>(23 Aug)</b>  0+40 "Hot wash" of Morning Prayer service  0+44 Coordination with other Campus Users completed and request prepared  0+49 Second live Morning Prayer service at 0830,  Zoom Communion Service continues at 1000  0+52 Practice Live Communion Service  0+53 Parish Hall ready  0+54 Request for other Campus users submitted 0+56 Live Morning Prayer at 0830 &amp; <b>First Live Communion Service at 1000 (also Zoom) (10 Sep)</b>  0+59 "Hot wash" of Communion Service  0+61 Diocesan approval of Other Campus use received and use begins <b>(15 Sep) (Yellow) First Sunday School</b></p>	<p>Rector and SW</p> <hr/> <p>NOTE REGARDING TIMELINE TO THE LEFT OF THIS COLUMN:</p> <p>Since we cannot yet know when the key events that will allow us to begin reopening will occur (COVID Statistics and governmental criteria), but need to plan the sequence of events leading to it and after it, the time line uses that factual event as "Zero Day", and other event days are either "0 minus days" or "0 plus days". By way of example, we know that we want the request for the Bishop's approval to be ready to send at least 7 days before (0-7), and to actually send it no later than 7 days after "Zero Day". (0+7). As the</p>			<p>Basic order of regathering for Orange:  <b>Wednesday Healing Services continue on Zoom only</b>  <b>Spudnik Outdoors</b>  <b>Morning Worship Live (with Zoom Communion cont.)</b>  <b>Communion Live and on Zoom; Morning Worship cont.</b>  <b>Small Groups in PH</b>  <b>(No Sunday School sooner than Yellow)</b></p> <p>If CAF no-go, consider online silent auction including vendor 100% donations and 90% donations</p>	

<p>Coordination with Region, especially St Paul's and St James</p> <ul style="list-style-type: none"> <li>- Explore complimentary schedules</li> </ul>	Rector and Junior Warden				
<p>Parish Plan for Spudnik submission to Diocese</p> <ul style="list-style-type: none"> <li>- Letter</li> <li>- Checklist accomplished</li> <li>- Required statistics sourced</li> <li>- Diocesan Approval received</li> </ul>	Sherrill Munn				
<p>Materials for Regathering Quantified and Obtained</p> <ul style="list-style-type: none"> <li>- Reusable parishioner masks (summer weight)</li> <li>- Disposable masks for guests and forgetful</li> <li>- Sanitizer wipes for all entrances and throughout buildings</li> <li>- Liquid sanitizer for all entrances - Mistlers and mist fluid?</li> <li>- Signs for all entrances (Diocesan version plus "permission" provision)</li> <li>- Disinfection checklists posted at building exits</li> <li>- Touchless thermometers?</li> <li>- Signs for all entrances (including closure re lower parish hall)</li> </ul>	ECW			<p>Kip has 4 half-gallon jugs of liquid sanitizer</p> <p>Lottery Ticket Printers making masks to keep employees on payroll</p> <p>Recommendation: Ask Parishioners to buy as they find them, and bring to a specified location, items needed, particularly items being rationed by stores (e.g., sanitizer wipes) (Coordinate with Connections Commission)</p> <p>"Permission version" means add to the sign formats being provided by the Diocese the following:  "Permission to be on this campus is ended by failure to practice required safety measures."</p> <p>Disinfection checklists available at p.5 Diocesan Guidelines</p> <p>Supplies need to be sufficient for parishioners plus other authorized campus users</p>	
<p>Grounds and Building Preparation Standard</p> <ul style="list-style-type: none"> <li>- Lawn mowed</li> <li>- Outside repairs as needed</li> <li>- Inside repairs as needed</li> <li>- PH Double Doors completed</li> <li>- Cleaning and sanitizing contract modified for both buildings (Phased) <ul style="list-style-type: none"> <li>o Building cleaned and sanitized (methods, contracts?)</li> <li>o Frequency and specific times</li> </ul> </li> <li>- Parish hall thoroughly cleaned and sanitized for sm. groups (0+61)(10 Sep)</li> </ul> <p>Special Projects (Examples)</p> <ul style="list-style-type: none"> <li>- Sanctuary North doors painted</li> <li>- Sanctuary South doors painted</li> <li>- PH Upper outside doors painted</li> <li>- PH Lower outside Portico repaired and it and door painted</li> <li>- PH Exterior kitchen window painted</li> <li>- Ladies Room (lower) painted and changer installed (Kip &amp; Charles)</li> <li>- Flower beds freshened</li> </ul>	<p>Father Ken and Wardens</p> <p>Coordinator: Charles Sadler</p>			<p>Need to modify our cleaning contract to cover the increased cleaning to allow before and after significant use (2x a week? For start?)</p> <p>In Phase Orange the staff may occupy the PH as needed, observing the required safety measures – but are encouraged to work from whom as feasible. Will need to get Fr Ken' and Tam's intended schedule from Fr Ken to determine PH cleaning/sanitizing needs.</p> <p>Will not have small groups in the PH at the beginning of Orange but will later in the Phase. Will need to determine how that needs to affect cleaning/sanitizing schedule before it happens.</p> <p>Special Projects: Inviting individuals and families to adopt an item and have it painted or otherwise appropriately taken care of... before the first in-person service. Materials to be provided by Parish.</p> <p>Invite Master Gardeners? Suggest coordinate with Sherrill.</p> <p>Check with Charles for materials and special instructions.</p>	

<p>Sanctuary Preparation</p> <ul style="list-style-type: none"> <li>- Books stored</li> <li>- Cushions stored</li> <li>- Building cleaned and sanitized</li> <li>- Pews marked for occupancy</li> <li>- Pathways inside and outside marked for safety in movement</li> <li>- Altar area and materials prepared for worship</li> <li>- Sanitizer in Altar area and preparation area</li> <li>- See Diocesan disinfecting checklist</li> </ul> <p>Note: Ladies and Men's restrooms in PH and entry to them from upper level will need to be cleaned and sanitized before the first In-Person service to be available for use during services.</p>	<p>Altar Guild</p>			<p>In coordination with Father Ken, arrange contracts for basic and periodic cleaning and sanitizing (see above)</p> <p>Father Ken and Kip will mark pews and pathways well before the first in-person service.</p>	

<p>Worship Planned, Logistics planned and Obtained - Wednesday Healing (Stay Zoom thru Orange?</p> <ul style="list-style-type: none"> <li>- Entry/Exit process</li> <li>- Seating planned and marked</li> <li>- Communion blessing and distribution plan</li> <li>- Signs for all entrances</li> <li>- Music provisions made suitable for in building and Zoom/streaming <ul style="list-style-type: none"> <li>o No singing except</li> <li>o 20' Cantor?</li> <li>o Pre-recorded or other accompaniment</li> </ul> </li> <li>- Interface of building amplification and streaming process?</li> <li>- Zoom/streaming technician selected and trained</li> <li>- Documentation of sanitization</li> <li>- Practice service for Clergy, Servers, Altar Guild, Ushers, Vestry</li> <li>- Request for emails from parishioners if attending first services</li> <li>- Offering of covenants as enter service (offering plates at entrance for this and offerings)</li> <li>- Explanation of offering plates at entrances and electronic options</li> </ul>	<p>Father Ken and Worship Commission</p>				
<p>Sunday School and Youth Planning</p> <ul style="list-style-type: none"> <li>- SS Regathering not until Yellow or Green</li> <li>- Continuation of online programing and care packages?</li> <li>- Youth/Spudnik plans</li> <li>- Communication to parents</li> <li>- Communications to youth</li> </ul>	<p>Sherrill Munn, Paul Dickson, Erryn Fleming, Kathryn Marsh,</p>			<p>Sherrill and Paul have maintained contact with Spudnik team during restrictions</p> <p>Erryn has maintained contact with SS-age children, conducted online activities with them and Father Ken, and sent "care packages" and SS materials to them during restrictions</p> <p>Kathryn Marsh has maintained communications with youth during restrictions</p>	

<p>Altar Materials and Altar Preparation</p> <ul style="list-style-type: none"> <li>- Communion elements tailored to COVID plan <ul style="list-style-type: none"> <li>o Containers for hosts to allow two servers to distribute at each exit door</li> <li>o Covers for hosts during blessing</li> <li>o Masks (safe and consistent for all altar personnel)</li> <li>o Gloves for priest and servers</li> <li>o Wipes</li> <li>o Hand Sanitizer</li> </ul> </li> <li>- Basic preparation of altar area <ul style="list-style-type: none"> <li>o Cleaning</li> <li>o Polishing</li> <li>o Candles</li> </ul> </li> <li>- Seasonal / First Service special preparations</li> <li>- Altar Guild Training</li> </ul>	Altar Guild			<p>Re masks: consider masks appropriate for the seasonal vestments</p> <p>Discuss with Father Ken when Easter-like return service may be appropriate, since the ramp-up to having many back will be gradual</p>	
<p>Restroom Arrangements</p> <ul style="list-style-type: none"> <li>- Only two open and marked</li> <li>- Guidance to restrooms</li> <li>- Closure of rest of building marked</li> <li>- Sanitizing materials in each restroom</li> <li>- Training of Restroom Assistants</li> <li>- Only one person in a restroom at a time and each asked to sanitize touched surfaces as leave</li> <li>- Restroom assistant in hall (rotating duty)</li> <li>- Sanitization after use</li> <li>- Documentation of compliance</li> </ul>	Parish Family Commission (under consideration)				
<p>Zoom or Streaming Preparations</p> <ul style="list-style-type: none"> <li>- Platform choice</li> <li>- Screen or tablets in Sanctuary showing remote participants?</li> <li>- Connections and instructions distributed</li> <li>- Buddy worshipers to assist with connections</li> </ul>	Junior Warden				
<p>Exigency Response Plan</p> <ul style="list-style-type: none"> <li>- Medical assistance</li> <li>- Trolls</li> <li>- Individuals without masks</li> <li>- Individuals refusing to use masks, etc.</li> <li>- Premature ending of service</li> </ul>	Senior Warden				

<p>Vestry Training</p> <ul style="list-style-type: none"> <li>- Specifics to expect</li> <li>- Lay intervention for disruption <ul style="list-style-type: none"> <li>o Default SW and JW</li> </ul> </li> <li>- Modeling leadership</li> <li>- Sharing of feedback</li> <li>-</li> </ul>	<p>Senior Warden and Father Ken</p>				
<p>Ushers</p> <ul style="list-style-type: none"> <li>- Duty roster to provide 4 ushers at each initial service, reducing to 2 at each Usher training</li> <li>- <ul style="list-style-type: none"> <li>o Entrance doors propped open before services</li> <li>o Repeated Sanitization of touch points (knobs, switches, pew ends and catches...) including at end</li> <li>o Touchless temperature taking?</li> <li>o Touchless bulletin and covenant distribution (dispose of remainder)</li> <li>o Touchless activity materials for children ready</li> <li>o Offering of covenants at door</li> <li>o Distanced Seating IAW pew markings, individuals and households</li> <li>o Direction for communion movement IAW markings</li> <li>o Ask symptomatic people to leave <ul style="list-style-type: none"> <li>o Hand sanitizer at entrances</li> <li>o Bathroom guidance</li> <li>o Departure guidance (cont.)</li> <li>o Response to disruptions</li> <li>o Medical assistance</li> <li>o Sherriff assistance</li> <li>o Record of all attendees for later contact tracing if needed</li> </ul> </li> <li>o Offering of covenants as enter service</li> </ul> </li> </ul> <p>ee Diocesan disinfecting checklist</p> <p>S</p>	<p>Nate Pope</p>			<p>Children's church activity materials being prepared by Erryn Fleming</p> <p>Need to prepare training materials appropriate for Zoom training</p> <p>Plan on-site physical training for each in-person service team of ushers.</p> <p>Consider 4 ushers for first in-person service and then adjust based on experience</p> <p>Ushers coordinate with Senior Warden and Jr Warden regarding interface with individuals who may decline to comply with safety requirements; each to be at a inperson service and will represent the Parish if engagement beyond a polite request by ushers is needed.</p> <p>Ushers make list of attendees without involving them to the extent possible; if needed, politely ask an individual to assist by self-identification (explaining why)</p> <p>Will need to assist in distancing while people are arriving, taking touchless materials, and leaving</p> <p>Disinfecting checklist at page 5 of Diocesan Guidelines; retain as permanent record</p>	

<p>Communications to Parishioners</p> <ul style="list-style-type: none"> <li>- Letter, Social Media, website and email information providing the plan</li> <li>- Felling unwell or people living with you feeling unwell, please stay home</li> <li>- Two weeks minimum between unwell and attendance</li> <li>- Covenants and covenant offering</li> <li>- Responsibilities to the most vulnerable of us</li> <li>- Bathroom arrangements and prevention</li> <li>- Adherence to instructions ○ If asked to leave by priest or ushers</li> <li>- Alternative arrangements for worship (streaming, buddy...)</li> <li>- No food or drink (including children)</li> <li>- Short services; no lingering</li> <li>- Materials donations</li> </ul>	<p>Connections Commission</p>			<p>Two weeks before first person service, provide – electronically and by mail -- full description of what to expect at in-person services, what is expected of worshipers, role of ushers, and individual covenants and why, and offering of covenants</p> <p>Consider Parish-wide Zoom “meeting” before first service of each type to discuss and address questions</p> <p>Address difference between personal choices elsewhere, and lack of choice on campus, and why.</p>	
<p>Communications to other Campus Users</p> <ul style="list-style-type: none"> <li>- Requirements: <ul style="list-style-type: none"> <li>○ Masks, separation, sanitize in and after</li> <li>○ Scheduling ○ Responsible ○ Documentation</li> <li>○ Covenant and acceptance by attendees</li> <li>○ Responsibilities to the most vulnerable of us</li> <li>○ Liability prevention ○ Use conditioned on compliance</li> </ul> </li> <li>- Availability of wipes, sanitizer, masks</li> <li>- Location of Record of sanitizing and completion</li> <li>- Request continuing contributions for Campus use (our obligations have not stopped)</li> </ul>	<p>Junior and Senior Wardens</p>				
<p>Unplanned Costs and Fiscal Resources</p> <ul style="list-style-type: none"> <li>- Materials</li> <li>- Cleaning</li> <li>- Sanitization</li> <li>- Donations of materials invited</li> </ul>	<p>Treasurer and Finance Commission</p>				